

NAME Martin Pollhammer

**EAST LOTHIAN HOUSING ASSOCIATION
EXPENSES CLAIM
OTHER TRAVEL & SUNDRIES**

DATE SUBMITTED

16/08/2022

DATE	RECEIPT NO. (ATTACH TO CLAIM)*	Explanation	Subs £ Amount	Transport / Parking £ Amount	Entertaining* £ Amount	OTHER BUSINESS EXPENSES £ Amount	TOTAL £ Amount
20/08/2020	n/a	Working > 10 hours	£17.12				£17.12
Totals			£17.12	£0.00	£0.00	£0.00	£17.12

*Receipt No. : Please number all receipts included in this claim

*Entertaining : ensure you have entered details in the hospitality register.

I certify that all the above expenses were wholly and necessarily incurred by me on Company business

Finance Department
receipts agreed by

Signed

Authorised

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